



*Embassy of the United States of America  
Banjul,  
The Gambia*

THE AMBASSADOR'S SELF-HELP PROGRAM APPLICATION

American Embassy  
P.M.B. 19  
Banjul, The Gambia  
Tel: 439-2856

NAME OF PROJECT:
COMMUNITY:
DISTRICT:
DIVISION:
NAME OF ORGANIZATION THAT IS APPLYING:
NAME OF PERSON COMPLETING THIS APPLICATION:
<p><b><u>PROJECT MANAGER</u></b></p> <p>THE PROJECT MANAGER, EITHER A MAN OR A WOMAN, SHOULD BE A RESIDENT OF THE LOCAL COMMUNITY DURING THE IMPLEMENTATION OF THE PROJECT. HOWEVER, A NON-RESIDENT PROJECT MANAGER WHO HAS BEEN APPROVED BY THE APPLYING ORGANIZATION AND/OR COMMUNITY IS ACCEPTABLE. THIS PERSON SHOULD BE PRESENT DAILY TO SUPERVISE THE PROJECT'S IMPLEMENTATION AND SHOULD HAVE THE AUTHORITY IN THE COMMUNITY TO GUARANTEE THE COMPLETION OF THE PROJECT.</p>
NAME OF PROPOSED PROJECT MANAGER:
PHONE NUMBER OF PROJECT MANAGER:
MAILING ADDRESS OF PROJECT MANAGER:

PROJECT DESCRIPTION

DESCRIBE THE PROJECT WHICH YOU ARE PROPOSING:

PROJECT INFORMATION

DESCRIBE THE PROBLEM THIS PROJECT WILL ADDRESS:

DESCRIBE HOW THIS PROJECT WILL HELP SOLVE THE PROBLEM:

HAVE YOU ALREADY BEGUN THE PROJECT ON A LOCAL BASIS?

HOW MANY PEOPLE ARE IN THE GROUP WHICH IS APPLYING?

THE LOCAL COMMUNITY WILL HAVE TO PAY FOR TRANSPORTING PROJECT MATERIALS FROM THE VENDOR TO THE PROJECT SITE. WHERE WILL THE COMMUNITY GET THE MONEY TO PAY THESE CHARGES?

PROJECT INFORMATION (cont.)

HAS THE COMMUNITY APPLIED TO ANY OTHER EMBASSY OR NGO TO ASK FOR MONEY FOR THIS PROJECT?

WHOM DID YOU APPLY TO?

WHAT WAS THE RESULT OF THAT APPLICATION?

WILL THE PROJECT MAKE MONEY FOR THE GROUP?

WHAT WILL THE GROUP DO WITH THE MONEY MADE FROM THE PROJECT?

IF THE PROJECT WILL NOT MAKE MONEY FOR THE GROUP, HOW DO YOU PLAN TO MAINTAIN THE PROJECT AFTER THE AMERICAN EMBASSY MONEY IS FINISHED?

**SCHEDULE OF ACTIVITIES**

DURING WHICH MONTH WOULD YOU LIKE TO BEGIN WORK ON THE PROJECT?

LIST THE MAJOR STEPS NECESSARY TO CARRY OUT THE PROJECT. BE SURE TO INDICATE WHO IS RESPONSIBLE FOR EACH SEGMENT OF THE PROJECT.

	ACTIVITY	TIME REQUIRED	RESPONSIBLE PERSON
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

BUDGET-LOCAL COMMUNITY CONTRIBUTION				
MATERIALS, SUPPLIES, AND EQUIPMENT:				
DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	
1.				
2.				
3.				
TOTAL VALUE OF MATERIALS, SUPPLIES, AND EQUIPMENT:				
SKILLED LABOR (MASON, CARPENTER, WELL DIGGER, ETC.):				
DESCRIPTION	COST FOR THE JOB			
1.				
2.				
3.				
TOTAL VALUE OF SKILLED LABOR:				
UNSKILLED LABOR:				
DESCRIPTION	NUMBER OF PEOPLE	NUMBER OF DAYS	COST PER DAY	TOTAL COST
1.				
2.				
3.				
TOTAL VALUE OF UNSKILLED LABOR:				
TRANSPORTATION:				
FROM WHERE	TO WHERE	NUMBER OF TRIPS	COST PER TRIP	TOTAL COST
1.				
2.				
3.				
TOTAL VALUE OF TRANSPORTATION:				
TOTAL VALUE OF COMMUNITY CONTRIBUTION:				

**BUDGET**

ON THE FOLLOWING PAGES YOU MUST SUBMIT A BUDGET FOR YOUR PROJECT. IT SHOULD INCLUDE EVERYTHING YOU WILL NEED TO COMPLETE THE PROJECT. THE BUDGET SHOULD ALSO INCLUDE A SUBSTANTIAL CONTRIBUTION FROM THE GROUP WHICH IS APPLYING. IF THE BUDGET IS NOT COMPLETE, THE PROJECT MAY NOT BE APPROVED. THIS BUDGET WILL BECOME THE OFFICIAL PROJECT BUDGET ONCE THE APPLICATION IS APPROVED. IF AN ITEM IS NOT LISTED ON THIS BUDGET, WE CANNOT PURCHASE IT ONCE THE PROJECT BEGINS.

**BUDGET-AMERICAN EMBASSY CONTRIBUTION**

MATERIALS, SUPPLIES, AND EQUIPMENT TO BE FUNDED BY THE AMERICAN EMBASSY:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
TOTAL VALUE OF MATERIALS, SUPPLIES, AND EQUIPMENT:			

<i>BUDGET-OTHER SOURCES</i>		
CONTRIBUTIONS COLLECTED FROM OTHER DONORS TOWARD THIS PROJECT:		
SOURCE		TOTAL
1.		
2.		
3.		
TOTAL VALUE OF CONTRIBUTIONS FROM OTHER SOURCES:		